Connecticut State Department of Education
Summer Food Service Program (SFSP)

2015 SFSP ONLINE APPLICATION STEPS

ANNUAL SFSP APPLICATION

All potential 2015 SFSP sponsors must submit an application to the Connecticut State Department of Education (CSDE) no later than **May 15, 2015**. The application for 2015 must be submitted electronically using the online application and claim system for Child Nutrition Programs (CNPs). For 2014 SFSP sponsors some but not all of the data from 2014 has been transferred to 2015. Therefore, sponsors will need to check the 2014 data and compare to the information in 2015 to ensure that the data is up-to-date and accurate.

The following procedures are step-by-step instructions for completing and submitting a 2015 SFSP application electronically. The application process is a multi-step process that includes the steps below.

1. Complete and submit the **Sponsor Application** in the 2015 Program Year. Please note that all information must be completed including e-mail addresses.

2. Complete and submit a **Site Application** for each of the proposed 2015 Summer Meal sites, including addresses, e-mail addresses, eligibility information, operating dates, meal hours and average daily attendance.

3. Complete and submit the **Summer Food Service Program Budget**, utilizing the breakdown of federal reimbursement for administration and general operations, and identifying the number of meals projected for each meal service and projected administrative and operating costs. This section is **not** mandatory for:

   - school food authorities (SFAs) that operated the SFSP in 2014; or
   - SFAs transitioning from the seamless summer option (SSO) to SFSP that have undergone an Administrative Review in the previous 12 months.

4. Attach the required documents.

   - All potential sponsors must provide documentation regarding certification of staff training and site visits/reviews, as well as submission of meal and snack menus.
   - Some sponsors must also complete and submit additional materials. For more information, refer to the 2015 Application Instructions for new or experienced sponsors.

5. Complete materials required to be updated annually and kept on file in sponsor records.

After all steps have been completed, please e-mail Maria Santini at maria.santini@ct.gov. **The CSDE must approve the online application before reimbursable meals can be served.**

Since this is the first year for electronic submission of SFSP applications, sponsors that do not have previous experience with the online application and claim system for CNPs are encouraged to access the system and begin the application as soon as possible. There will be two online application workshops offered in the first week of May to provide general guidance on the process and address potential sponsors' questions.
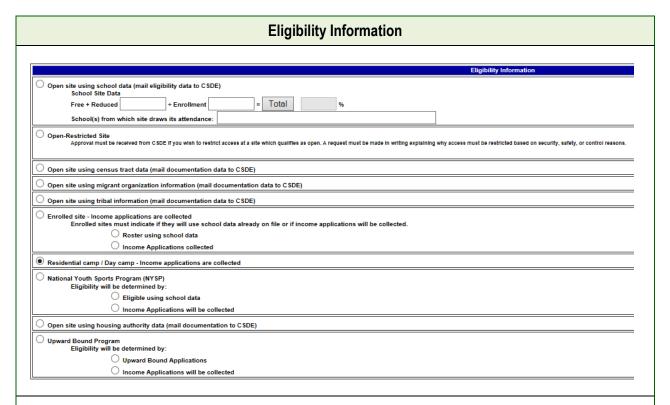
PROCEDURES FOR SUBMITTING AN ONLINE SFSP APPLICATION

Potential SFSP sponsors should carefully review the 17 steps outlined below before completing the online application.

1. Go to the **CNP 2000 Child Nutrition Application and Claim** Web site at www.csde.state.ct.us/connecticutprod.

2. Enter the assigned **user name** and **password**. Note: Due to previously implemented security enhancements, only the claims preparer and the authorized representatives have access to the online system. All passwords expire within 180 days. When a password is about to expire, an online message will be displayed requesting a new password. Follow the prompts to reset the password. For additional information on online user IDs, passwords and access rights, see the CSDE's handout, *Procedures Regarding Online User IDs, Passwords and Access Rights*.

3. Select **Summer Food Service Program** section.

4. Select **Applications** and then select **Sponsor Application**.

5. Select **Program Year 2015**.

6. Select **New**.

7. Enter and update the sponsor information for 2015. ***Make sure that you are not in program year 2014.*** All information must be completed including the requested e-mail address for each person listed on the Agreement. Failure to complete all required information on the Agreement may cause a delay in the approval of the application.

8. Select **Submit.** A list of any information omitted or completed incorrectly on the sponsor application will be indicated on the Sponsor Application Confirmation page. Please select **Back** and resolve.

9. After submitting, select **Finish**.

10. Select **Site Applications**.

11. Select **Add Site** and click on a site to add. This will bring you to the Site Application for this site. Update or enter the data for 2015 related to each school or site covered by the Agreement. Please be sure any data that is auto-filled by the system is still correct, e.g. street address, site contact and site supervisor.

    Note: If a site does not appear on the list or you need to add a new site for 2015, e-mail Caroline Cooke at caroline.cooke@ct.gov and include the name and address of the site and how the site will be eligible. The new site will be added to the online system. You will receive an e-mail to alert you when the new site is available for selection.

    Complete the Site Application in its entirety. The table on the next page provides guidance on completing the Site Application.

Eligibility Information

Eligibility Information

○ Open site using school data (mail eligibility data to CSDE)
School Site Data

Free + Reduced [＿＿＿＿] ÷ Enrollment [＿＿＿＿] = [Total] [＿＿＿＿＿] %

School(s) from which site draws its attendance: [＿＿＿＿＿＿＿＿＿＿＿＿＿＿]

○ Open-Restricted Site
Approval must be received from CSDE if you wish to restrict access at a site which qualifies as open. A request must be made in writing explaining why access must be restricted based on security, safety, or control reasons.

○ Open site using census tract data (mail documentation data to CSDE)

○ Open site using migrant organization information (mail documentation data to CSDE)

○ Open site using tribal information (mail documentation data to CSDE)

○ Enrolled site - Income applications are collected
Enrolled sites must indicate if they will use school data already on file or if income applications will be collected.
     ○ Roster using school data
     ○ Income Applications collected

● Residential camp / Day camp - Income applications are collected

○ National Youth Sports Program (NYSP)
Eligibility will be determined by:
     ○ Eligible using school data
     ○ Income Applications will be collected

○ Open site using housing authority data (mail documentation to CSDE)

○ Upward Bound Program
Eligibility will be determined by:
     ○ Upward Bound Applications
     ○ Income Applications will be collected

Open site using school data

- Do not mail eligibility data. Please reference the Area Eligible School List. Under "**school from which the site draws its attendance**," enter the name of the area eligible school and the most recent year in which the school appeared on the Area Eligible School List.
- Please complete the line below as indicated by entering "100" in each box:

Free + Reduced [**100**] **÷ Enrollment** [**100**] **= [Total]** [＿＿＿＿] %

Open-restricted site

- Note: To qualify as a restricted open site, the site must initially be open to broad community participation from the eligible area in which it is located. The only limits that may be imposed on participation are daily limits for reasons of security, safety or control. Approval for this designation must be requested from the CSDE by contacting Caroline Cooke at 860-807-2144 or caroline.cooke@ct.gov.
- For the purposes of the 2015 SFSP Application, this selection will be used to denote a Closed Enrolled area eligible site. Area eligibility for a Closed Enrolled site may be conferred by either school or census data. This determination relieves the sponsor of assessing the individual eligibility status of the children enrolled.
- If area eligibility for a Closed Enrolled site is conferred by an area eligible school, select **Open-Restricted** site. Under "**school from which the site draws its attendance**" in the **"open site using school data"** section, enter the name of the area eligible school and the most recent year in which the school appeared on the Area Eligible School List.
- If area eligibility for a Closed Enrolled site is conferred by census data, print a census map, label with the sponsor name, site name, street address, census tract or census block group number and percentage of free or reduced-eligible children residing in the census block group or census tract, and submit to Caroline Cooke at caroline.cooke@ct.gov. Maps can be printed from either the USDA Food and Nutrition Service (USDA FNS) Area Eligibility Map or the Food Research and Action Center (FRAC) Mapper.

Eligibility Information, continued

Open site using census tract data
- Census tract or census block group data can be used to establish area eligibility.
- Do not mail eligibility data. Print a census map, label with the sponsor name, site name, street address, a census tract or census block group number, and percentage of free or reduced-eligible children residing in the census block group or census tract and submit to Caroline Cooke at caroline.cooke@ct.gov. Maps can be located at Area Eligibility Map or Mapper.

Open site using migrant organization information
- E-mail Caroline Cooke at caroline.cooke@ct.gov to obtain information needed to meet documentation requirements.

Open site using tribal information
- E-mail Caroline Cooke at caroline.cooke@ct.gov to obtain information needed to meet documentation requirements.

Enrolled Site – income applications are collected
- Indicate if school data or income eligibility applications will be used to establish site eligibility.
- If income eligibility applications will be used, access the SFSP Income Guidelines, Sample Income Eligibility Application and Parent Letter on the CSDE SFSP Web page.
- Submit enrollment information prior to first reimbursement claim submission. Access the Enrollment Information Form on the CSDE SFSP Web page.

Residential camp/day camp – income applications are collected
- Access the Income Guidelines for SFSP, Sample Income Eligibility Application and Parent Letter on the CSDE SFSP Web page.
- Submit enrollment information prior to first reimbursement claim submission. Access the Enrollment Information Form on the CSDE SFSP Web page.

National Youth Sports Program (NYSP)
- Indicate if school data or income eligibility applications will be used to establish site eligibility.
- If income eligibility applications will be used, access the SFSP Income Guidelines, Sample Income Eligibility Application and Parent Letter on the CSDE SFSP Web page.
- Submit enrollment information prior to first reimbursement claim submission. Access the Enrollment Information Form on the CSDE SFSP Web page.

Open site using housing authority data
- E-mail Caroline Cooke at caroline.cooke@ct.gov to obtain information needed to meet documentation requirements.

Upward Bound Program
- Indicate if only Upward Bound participants are enrolled at the site and Upward Bound applications are being used to confer individual income eligibility or if income eligibility applications will be used to establish individual eligibility.
- If income eligibility applications will be used, access the SFSP Income Guidelines, Sample Income Eligibility Application and Parent Letter on the CSDE SFSP Web page.
- Submit enrollment information prior to first reimbursement claim submission. Access the Enrollment Information Form on the CSDE SFSP Web page.

Hours Meal Served
Average Daily Attendance (ADA) • Enter the expected ADA, which is the number of children the sponsor projects serving at this site each day. During the course of the operating period for the SFSP, ADA may need to be adjusted to better reflect actual participation.
Meal Service
Off-site Components • Indicate whether the site will allow children to take the fruit/vegetable component offsite to eat at a later time. If the SFSP sponsor checks "yes," the SFSP site may also allow children to take grain items offsite.
Menu Planning Option • All sponsors must select **SFSP Meal Pattern** including sponsors that plan to follow the National School Lunch Program (NSLP) meal pattern.

12. Select **Submit** and **Finish** for each site record.

13. Select **Summer Food Service Program Budget**. This section is not mandatory for school food authorities (SFAs) that operated the SFSP in 2014; or SFAs transitioning from the seamless summer option (SSO) to SFSP that have undergone an Administrative Review in the previous 12 months. However, the CSDE encourages schools to exercise caution regarding costs allocated to the SFSP. Unallowable costs previously identified during the budget/budget amendment process will not be detected by the CSDE until a review/audit is conducted. Schools should be aware of the increased liability they may incur as a result of eliminating the budget review process. SFAs that would like to request start-up funds or advance payments must complete this section.

Select **Add**. Update or enter the data for 2015 budget. Please be sure any data that is auto-filled by the system is still correct. Federal reimbursement will be based on the expected number of meals to be served for the entire program.

- **Other Income Sources:** This section may be left blank if no other income sources other than USDA meal reimbursements will be used to help finance the SFSP. In this case, the administrative and operating costs should equal the USDA reimbursements that can be anticipated from the expected number of meals to be served for the entire program.

- **Staffing Plan:** A staffing plan that reflects both site personnel and administrative personnel will be required as an attachment in the **Checklist**. Access a Sample Sponsor Staffing Plan on the CSDE SFSP Web page.

After completing, select **Submit**. The message on the next page should state *"Budget was saved without errors."* If this is not the case, select **Edit** and resolve. Select **Finish**. Select **Back to Sponsor**.

14. Select **Checklist.** A staffing plan that reflects both site personnel and administrative personnel is required as an attachment in the **Checklist**. Sample Sponsor Staffing Plan on the CSDE SFSP Web page. To attach a document, click on the blue highlighted paperclip icon next to **Administrative salary breakdown as listed on budget**, select **Attach Document**, select **Browse** to find the document on your computer, select **Attach File**, you may add a comment in regarding the attached file, select **Submit**, select **Finish**. Additional documents may be added by selecting **Attach Document**, otherwise select **Back** to return to the **Checklist** screen.

    A list of training topics to be covered and a training certification letter are required attachments in the **Checklist**. Access a Sample Annual Training Session Documentation and a Sample Training Certification Letter on the CSDE SFSP Web page. To attach a document, click on the blue highlighted paperclip icon next to **List of training topics to be covered** and **Attachment 1 – Training Certification Letter**, select **Attach Document**, select **Browse** to find the document on your computer, select **Attach File**, you may add a comment in regarding the attached file, select **Submit**, select **Finish**. Additional documents may be added by selecting **Attach Document**, otherwise select **Back** to return to the **Checklist** screen.

    Sponsors must attach to the **Checklist** a letter providing assurances that all new sites and sites identified as having operational problems in the previous year have been visited and that all sites have the capacity and facilities to provide meals for the anticipated number of children. Access a Sample Visit Certification Letter on the CSDE SFSP Web page. To attach a document, click on the blue highlighted paperclip icon next to **Attachment 2 – Site Visit Certification Letter**, select **Attach Document**, select **Browse** to find the document on your computer, select **Attach File**, you may add a comment in regarding the attached file, select **Submit**, select **Finish**. Additional documents may be added by selecting **Attach Document**, otherwise select **Back** to return to the **Checklist** screen.

    Sponsors must attach to the **Checklist** a schedule for making pre-operational visits, first week visit and first four-week review of meal sites, including identification of monitoring staff. Access a Sample Visit/Review Schedule on the CSDE SFSP Web page. The online application does not have a location to attach this form. It may be attached in place of the pre-operational site visit form for each site. To attach the Visit/Review Schedule, click on the blue highlighted paperclip icon next to "**Pre-operational site visit form for each site**," select **Attach Document**, select **Browse** to find the document on your computer, select **Attach File**, you may add a comment in regarding the attached file, select **Submit**, select **Finish**. Additional documents may be added by selecting **Attach Document**, otherwise select **Back** to return to the **Checklist** screen. *The pre-operational site visit form for each site is not required as an attachment.*

    The application must include a menu for all meals and snacks to be served at the SFSP sites. Menus must be approved by the CSDE prior to commencing Summer Meals service. Menus may be submitted as an attachment to the e-mail from the SFSP sponsor to the CSDE indicating that the SFSP online application has been completed (see step 17).

    After all required attachments are uploaded, select **Submit**. You will receive a message that states *"Supporting documents have been saved."* Select **Finish**.

15. Refer to the 2015 Application Instructions for new or experienced sponsors for a list of the additional forms/materials that may be required as part of your online application. Any additional materials required for your agency or sites may be submitted as an attachment to the e-mail from the SFSP sponsor to the CSDE indicating that the SFSP online application has been completed (see step 17).

2015 SFSP ONLINE APPLICATION STEPS, continued

16. Refer to the 2015 Application Instructions for new or experienced sponsors for a list of materials that must be updated annually and kept on file in sponsor records. Access the 2015 Application Instructions on the CSDE SFSP Web page.

17. After all items are entered and submitted, the application is not in effect until it is approved by the CSDE. Sponsors must e-mail the CSDE contact person, Maria Santini at maria.santini@ct.gov, to request approval. Make sure that the sponsor application, site applications, budget, checklist and additional forms/materials are completed before notifying the CSDE contact person. The CSDE must approve all application components prior to beginning SFSP meal service. Sponsors may only submit meals for reimbursement if they are served at approved meal locations during approved meal service periods.

    You will receive a response to your e-mail when the application has been approved by the CSDE, along with a Site Sheet to confirm that the approved site information is correct.

Questions about the online application may be directed to Caroline Cooke, Summer Meals Coordinator, at 860-807-2144 or caroline.cooke@ct.gov.

> This document is available at www.sde.ct.gov/sde/LIB/sde/pdf/deps/Nutrition/SFSP/appstepsSFSP.pdf.
> For more information on the SFSP, visit the Connecticut State Department of Education SFSP Web site.

Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road
Middletown, CT 06457

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